

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

October 8, 2003

Prepared by: Nimal Diunugala
Date drafted: October 17, 2003

<u>Members Present</u>	<u>Guests Present</u>	<u>Members Absent</u>
Tony Dickerson	Sal Alatorre	Judy Yee
Charles Ross	Cindy Francisco	Russell Grace
Ivonne Guzman-Cicero		
Merrin Bueto		
Joe Guerrero		
Debbie Sanchez		
Teresa Medeiros		
Nimal Diunugala		
Gayle Yost, Consultant/EEO Officer		

The meeting was called to order at 09:37 a.m. by Tony Dickerson, Chairperson of the committee, and held via video-conference between Conference Room 550 of Cal/EPA Headquarters Building, Sacramento and Conference Room 111 located in Annex 2, ARB Building, El Monte.

APPROVAL OF PREVIOUS MINUTES

Members read the final draft of the meeting of September 10, 2003, as some members did not receive it prior to attending the meeting. The August 13, 2003 and September 10, 2003, meeting minutes were approved with edits by the committee, and will be posted on ARB Inside Web-page.

DISABILITY ADVISORY COMMITTEE REPORT

Gayle Yost indicated that the Disability Awareness Fair held in Sacramento on October 2, 2003, was a great success. Representatives from many departments participated, and important topics as well as recent updates on American Disability Act (ADA) were presented at the event.

The Committee decided that such an event would not be possible in El Monte due to logistics problems and on-going facility renovation. Charles Ross mentioned that the El Monte building renovation will be over by February of 2004, and the Disability Awareness Fair could be held in March of 2004.

Ivonne Guzman-Cicero mentioned the importance of preventive measures that can be taken on occupational safety at work, such as carpal tunnel syndrome, and early diagnosis of certain diseases by means of blood testing. Tony Dickerson proposed to bring a health expert/specialist to give a presentation and demonstration on occupational/ergonomic safety, and indicated the need of involvement by Administrative Services Division. ARB Safety Coordinator, Cindy Francisco, stated that she would look into this matter, and seek relevant information from reliable sources. Joe Guerrero suggested the possibility of disseminating such information on the ARB Inside Web-page.

CONTINUING (OLD) BUSINESS

EEOAC Handbook

Merrin Bueto reported that the revising of the handbook is well on its way, and invited suggestions to improve its content. She presented an outline of how it will be laid out. She will set up another meeting to finalize the draft and distribute it among committee members for review. Several members emphasized the importance of inclusion of the meeting operating guidelines, procedures of electing EEOAC officials in the handbook. A lengthy discussion took place among members and guests, improving EEOAC activities.

Employee Survey

Tony Dickerson distributed a sample of survey form for review by the committee and requested suggestions to improve it.

NEW BUSINESS/OPEN FORUM ITEMS

California Relay Services/TTY/TDD/Speech to Speech (711)

The issue of using California Relay Services/TTY/TDD/Speech to Speech for persons with disabilities was discussed. The EEO Office is planning to phase out the TDD line in Sacramento since the California Relay Services/ Speech to Speech (711) is available to all members of the public as well as ARB staff, and the TDD line represents a duplication. Gayle Yost reported that we had detected some problems with utilizing the 711 number for various phone lines within the Headquarters building. Those technical difficulties are currently being researched. Gayle Yost asked the EEOAC for input regarding any 711 access issues they may be aware of in Sacramento or El Monte. Once all access issues for 711 have been resolved, we will be phasing out the (916) 324-9531 TDD phone line.

Participants of the Meeting

A question concerning who should attend the committee meeting came up. Sal Alatorre mentioned that this is an open meeting, and all ARB employees should be able to attend the meeting. Gayle Yost clarified that as a part of her role as EEO Officer, it is her responsibility to be the consultant to the EEOAC committee, and attend all meetings. She also stated that it is the EEO Officer's responsibility to provide guidance and direction to the EEOAC. It was the members' general opinion that issues related to member and official authority must be clarified in the EEOAC handbook.

List-Serve

As a measure of improving a notification system regarding EEOAC and its activities for all ARB employees, the committee decided that a List Serve will be established on ARB Inside. Debbie Sanchez and Merrin Bueto will set up the List Serve.

The next meeting will be held on November 12, 2003.

ADJOURN

The chairperson adjourned the meeting at 11:42 a.m.